

External – Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY
Division: Workforce Services
Bureau: Missoula Job Service Center (3rd Street)
Date Posted: 04/08/2009
Position #: 66201185
Position Title: EMPLOYMENT SPECIALIST
Bargaining Unit: None
Union: None
Location: Missoula
Job Status: Full Time Temporary 12 months
Salary: \$14.62 to \$15.39
Salary Unit: Hourly
Additional Salary Info: Applicants' qualification will be assessed based on minimum qualifications.
Shift: Daytime
Band: 5
Closing Date: 04/16/2009
Supplement Required: Yes

Applications must be received by Midnight on the closing date.

Apply to your Local Montana Job Service Center

– OR –

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-4535

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about Montana Department of Labor and Industry please see this website: <http://dli.mt.gov> .

Application materials are accepted via on-line, email, fax, postal mail, or drop off at nearest MT Job Service.

Some travel may be required. Successful applicant must have a valid driver's license and proof of insurance. The successful applicant must receive positive job references.

Duties:

Provides employment services to applicants using knowledge of local labor market conditions, employer needs and requirements, job programs, the O-Net Titles and/or codes, interviewing techniques and public relation skills; provides employment services to employers using knowledge of recruitment and selection procedures, job requirements, local labor market, and availability of qualified applicants. Promotes employment opportunities and Job Service image within the community using public relations skills. Arranges, coordinates and monitors activities for individuals and assesses the appropriateness and results of the services and plans using knowledge of community resources, networking skills and effective assessment/career counseling/case management. Partners locally, regionally and statewide to project workforce needs, support economic development and the workforce system to develop strategies insuring an adequate pipeline of skilled workers for business needs. Provides specialized Human Resources services to employers. These services may include job analysis, job descriptions, interview questions, creating selection procedures, creating specific tests, teaching employers interviewing skills and techniques, assisting employers in understanding labor and employment laws, providing employment related information and materials to employers and facilitating the recruiting process using Job Service or other methods.

Competencies:

To perform the duties of the position the incumbent must have knowledge of the body of labor and employment laws, rules and procedures; interviewing methods and current social and labor market condition in the area serviced; of placement methodology and the more abstract human elements requiring specialized attention; labor market information and application, including local, regional, statewide, national and global trends impacting workforce needs. Knowledge of curriculum development and training techniques; of extensive body of pertinent social and labor legislation and Job Service regulations and policies. Ability to apply laws, rules, and procedures to complex procedural assignments; to establish effective working relationships with clients and co-workers; to communicate effectively orally and in writing. Skill in the use of personal computers and software such as Office 2000, Excel and Access. Behavioral competencies required are substantial skills in Customer Service/Orientation; ability to work effectively in a team environment and to demonstrate initiative and accountability to maintain a high level of productivity independently; strong sense of professionalism; ability to focus efforts and energy on successfully attaining clear, concrete, accurate timely and measurable outcomes of

importance to the customer; ability to break employment problems into component parts and consider or organize actions in a systematic way; the process of looking for underlying causes or thinking through the consequences of different courses of action; accept change as a healthy and normal part of organizational growth; maintain focus and effectiveness during rapid changes and transitions; show a consistent pattern of being able to recognize the activities needed to accomplish an objective and to plan and initiate appropriate steps to do so with minimal supervision in the process. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The essential duties of this position are typically acquired through the following combinations of relevant education and experience equivalent to five years. This includes college coursework in a field such as personnel administration, business administration, counseling, education or a related field; and, work experience that involved assessing and advising others in a variety of personal and professional issues such as employment, personnel, counseling, finance, education. Work experience in areas that involved case management, client assessment, business services, networking—including utilization of community resources, labor market information including job development and placement skills is preferred. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts (unofficial transcripts are acceptable) or diploma upon interview.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

1. Describe your vision of what the Job Service of the future should look like. Then describe how you see yourself functioning in this new environment. What strengths do you bring and what role would you play in re-inventing the organization?
2. Describe any experience you have had teaching or training individuals. In particular, when you have had to coach individuals to try something new. Discuss the frequency, methods and preparation used, months of experience and audience.
3. The environment for the Missoula Job Service is constantly changing. Please

describe when you have worked in a similar rapidly changing environment, and be as specific as you can. What methods did you utilize to help you maintain stable job performance in time of rapid change and possibly high stress?